



AN EXAMINATION GIVEN BY
THE DEPARTMENT OF CONSUMER AFFAIRS

INSPECTOR, BOARD OF PHARMACY OPEN / STATEWIDE

SALARY RANGE \$4445 - \$5047

Final Filing Date: CONTINUOUS TESTING

The Department of Consumer Affairs provides equal employment opportunities to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State of California requires a drug-free work place. The use of illegal drugs is against state and federal laws, rules governing civil service and violates the special trust placed in public servants. Applicants for state employment are expected to be drug-free.

WHO SHOULD APPLY Applicants who meet the minimum qualifications (Requirements for Admittance to the Examination) as stated below. This is an open examination.

HOW TO APPLY

SUBMIT APPLICATIONS:

MAIL TO:

Department of Consumer Affairs
P.O. Box 980428
West Sacramento, CA 95798-0428
Attention: Exam Unit

DELIVER TO:

Department of Consumer Affairs
400 R Street, Suite 2000
Sacramento, CA 95814-6236
Attention: Exam Unit

Applications (form 678) must be postmarked no later than the final filing date. Applications postmarked, personally delivered or delivered via interagency mail after the final filing date will not be accepted for any reason. If you have a disability and need special test arrangements, mark the appropriate box in part 2 of the application. You will be contacted to make specific arrangements. Telecommunications Device for the Deaf (TDD) number is (916) 322-1700 or 1(800) 735-2929. From voice phones: 1(800) 735-2922

Tentative Cutoff Dates

April 1, 2000
October 1, 2000

Tentative Interview Month

May/June, 2000
November/December, 2000

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION**

**ALL APPLICANTS MUST MEET THE REQUIREMENTS FOR ADMITTANCE FOR THIS EXAMINATION
BY THE TENTATIVE CUTOFF DATE.**

Possession of a valid certificate of registration as licentiate in pharmacy issued by the State Board of Pharmacy.

- and -

Possession of a valid California driver's license of the appropriate class issued by the Department of Motor Vehicles. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

- and -

Two years of experience in the practice of pharmacy, including contact with the public.

Applicants must enter their State Board of Pharmacy valid certificate of registration license number and expiration date on the Examination Application (Std. Form 678). **Applicants must be in good standing with the Board of Pharmacy.** Also indicate the possession of a valid California driver's license issued by the Department of Motor Vehicles, the class and your license number.

**POSITION
DESCRIPTION**

The Inspector, Board of Pharmacy, under general direction, to make inspections and investigations in connection with enforcement of the provisions of the laws regulating the practice of pharmacy; to provide consultation and education to licensees, governmental agencies and others regarding a variety of laws and regulations related to drugs and the practice of pharmacy; and to do other related work. An Inspector, may be required to travel in an assigned district or as directed.

Vacancies exist with the Board of Pharmacy.

SEE REVERSE FOR ADDITIONAL INFORMATION

**INSPECTOR, BOARD OF PHARMACY
INSPECTOR, BOARD OF PHARMACY**

**SY30/8876/0CA02 FINAL FILING DATE: CONTINUOUS
BULLETIN RELEASED: 12/01/99**

**EXAMINATION
INFORMATION**

The examination will consist of a **structured qualification appraisal interview weighted 100%**. Candidates will be given a structured written exercise prior to their interview. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors who do not appear for the interview will be disqualified. **(A candidate may be tested only once during a twelve-month period.)**

**QUALIFICATIONS
APPRAISAL INTERVIEW**

The Qualifications Appraisal Panel will assess each competitor's experience and education, skills and abilities in some or all of the areas listed below.

SCOPE:

| <i>Knowledge of:</i> | | | |
|----------------------|---|-----|--|
| 1. | Provisions of various State laws and regulations. | 8. | Regulations of the Consumer Product Safety Commission pertaining to drugs. |
| 2. | Uniform Controlled Substance Act. | 9. | U.S. Postal regulations regarding mailing of controlled substances and laws governing use of radioactive materials for medicinal purposes. |
| 3. | Pharmacy Law. | 10. | Pharmacy supplies, equipment, and practices. |
| 4. | Sherman Food, Drug and Cosmetic Act and Medi-Cal regulations. | 11. | Modern methods of investigation. |
| 5. | Federal laws and regulations. | 12. | Common methods used to evade pharmacy laws. |
| 6. | Controlled Substance Act. | 13. | Rules of evidence, laws of arrest, and general court procedure. |
| 7. | Food, Drug and Cosmetic Laws. | | |
| <i>Skill in:</i> | | | |
| 1. | Making investigations. | | |
| <i>Ability to:</i> | | | |
| 1. | Interpret interrelationships of such laws and regulations, and provide expert consultation to licensees and others. | 3. | Work cooperatively with representatives of other State and Federal agencies and with local governmental officials. |
| 2. | Prepare clear and comprehensive reports. | 4. | Speak before groups. |

**ELIGIBLE LIST
INFORMATION**

A departmental open eligible list will be established for the Department of Consumer Affairs. The list will be established for a 24-month period. The needs of the program and/or conditions of the list may warrant a change in this period. It is anticipated that vacancies will exist with the Board of Pharmacy.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Consumer Affairs at (916) 327-4108 eight weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board offices, local offices of the Employment Development Department and the Department noted on the front.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this examination. And all candidates who pass will be ranked according to their scores.

The Department of Consumer Affairs reserves the right to revise the examination plan to better meet the needs of the service. Such revision will be in accordance with civil service law and rules and all candidates will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Department of Consumer Affairs, P.O. Box 980428, West Sacramento, California 95798-0428

(916) 327-4108
